

**DUTY STATEMENT  
DEPARTMENT OF MENTAL HEALTH  
PATTON STATE HOSPITAL**

<b>JOB CLASSIFICATION: SENIOR PSYCHIATRIC TECHNICIAN (FORENSIC FACILITY) PROGRAM VI</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

As shift supervisors, incumbents supervise, train, and evaluate assigned staff engaged in basic behavioral and nursing care and custody activities. Incumbents may also be assigned to especially difficult or complex duties where the only supervision exercised is over patients/clients, such as directing or monitoring patient activities in a therapy program. Incumbents work to maintain the safety and security of the hospital environment. Incumbents consistently interface with the Unit Supervisor, ensuring the Unit Supervisor is promptly informed of all developing Administrative and Clinical care issues.

40 %

**PROVISION OF CARE**

- **Supervises the work and development of a group of nursing staff.**
- Assures basic level of general and psychiatric nursing care to mentally ill and emotional disturbed clients/patients commensurate with age of clients/patients served is provided.
- Assures client/patients activities, including unit routines and specific nursing group activities are delivered as outline in nursing care plan
- Uses therapeutic interventions and modalities to assist clients/patients regain or improves their adaptive skills and decrease maladaptive behavior.
- Assures assigned on-the-unit group activities provided by nursing staff are provided as scheduled.
- Applies mental health principles in establishing effective therapeutic relationships with clients/patients.
- Assists rehabilitation therapists in occupational, recreational and industrial therapy program for clients/patients.
- Motivates and assists client's/patients to develop self-reliance in activities of daily living.
- Assigns escorts for intra-hospital and to outside community services.
- Assures minimum staff requirements are met prior to releasing staff from duty and notifies the base unit and/or Central Staffing Office of Program VI compliance numbers at the beginning of the shift.
- In conjunction with the RN Case Manager conducts formalized change of shift meetings to assure pertinent patient/security information is reported to the oncoming shift.

5 %

## **PROVISION OF EMERGENCY CARE**

- Is aware of unit and hospital emergency-care equipment and techniques.
- Takes appropriate action in emergency situations.
- Maintains current CPR and MAB certification.
- **Demonstrates and exercises skills in identification of and response to crisis management of behaviors to protect people and property.**
- Assures there is appropriate staff responds to all emergency alarms in the assigned response area.
- Knows the individual's role in the hospital's and unit's disaster plan.

10 %

## **MEDICATION/TREATMENT**

- Within the scope of licensure and certification, performs nursing procedures such as administering medications and treatments, including oral medications, hypodermic injections, blood glucose monitoring (fingerstick), catheterization, enemas and taking and charting vital signs.
- Maintain infection control.
- Assures medication is counted for assigned shift per Patton State Hospital and Program VI policy.

15 %

## **OBSERVING/RECORDING**

- Assures daily, weekly and monthly charting has been completed on all clients/patients assigned to your shift's nursing staff per Patton State Hospital and Program VI policy.
- Assures the unit day book is accurately filled out and completed as appropriate.
- Assures and/or observes and records signs, symptoms, behavior, and client response to medications and nursing care per Patton State Hospital's and Program VI's policies and procedures.
- **Reports significant changes in behavior or health status to the Registered Nurse, the Unit Supervisor, Program Management, Health Services Specialist, and other appropriate staff.**
- Assures monthly weights and vital signs are recorded per Patton State Hospital policy.
- Assures team conferences are completed per Program VI policy.

5 %

## **INTERDISCIPLINARY TEAM MEMBER**

- Participates with other disciplines, as part of the treatment team, to provide an overall treatment program for the client/patient.
- Schedules client/patient conferences.
- Assures appropriate nursing staff participates in team conferences

5 %

### **INFECTION/DISEASE CONTROL**

- Follows established nursing procedures to promote infection control.
- Participates in weekly unit environmental inspections and maintains a clean and safe environment.

5 %

### **INSERVICE TRAINING**

- Help to identify training needs for self and nursing staff on assigned shift.
- Assist in the training of Psychiatric Technician Students, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, and other ancillary staff.
- Schedules Mandated training for staff.
- Orientation of floats to unit specific requirements.

5 %

### **QUALITY IMPROVEMENT**

- Participates in the unit's quality improvement meetings.
- Audits and assures weekly and monthly notes are completed by nursing staff per Patton State Hospital and Program VI policy.
- Assures unit logs and audits are completed.
- Assures the MTR audit is completed.
- Assures all charts are checked for new orders nightly.
- Assures TC audit is completed.
- Assures the Drug Regimen Review audit is completed monthly.

5 %

### **SAFETY/SECURITY**

- **Adheres to all policy and procedures concerning health and safety of the environment and protection of client/patients and staff from physical and environmental hazards.**
- Observes Patton State Hospital and Program VI safety and security measures and initiates/assists in security functions.
- Assures all staff has PDAS alarms and personal alarms are tested by the 5<sup>th</sup> day of each month.
- Participates in unit safety and security inspections including weekly fire extinguisher inspections.
- Exercises skills in crisis intervention, including recognizing, management and redirecting problem behaviors for the protection of people and property.
- Conducts oncoming and off going rounds assuring all patient areas are secure and free from hazards, contraband and security breaches.
- Assure all patients ID badges, sharps and controlled items are accounted for at the beginning and during the shift.
- Participates as a shakedown captain as required per Patton State Hospital policy.
- Assures Q15' security rounds are made in high profile areas per

Patton State Hospital policy.

- Assures fire checks are conducted and the operator notified every hour per Patton State Hospital policy.
- Assures rounds are made at night and all patients are checked and observed for breathing every 15 minutes.

5 %

#### **SITE SPECIFIC DUTIES**

- Assures the weekly locker inspections on all assigned clients/patients are completed.
- Assures all filing for assigned clients/patients is completed.
- Assures unit supplies are ordered.
- Assures unit canteen requests are completed.

## **2. SUPERVISION RECEIVED**

As outlined in the Matrix System at Patton State Hospital, the Senior Psychiatric Technician is under the clinical direction of a Health Services Specialist and under the administrative direction of the Unit Supervisor.

## **3. SUPERVISION EXERCISED**

Provides administrative supervision of the delivery of care provided by nursing staff (Registered Nurses, Psychiatric Technicians, and non-licensed nursing employees).

## **4. KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

The techniques of effective supervision; the Department's Equal Employment Opportunity (EEO) objectives; a supervisor's role in the EEO Program and the process available to meet EEO objectives; custody procedures; public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures, client/patient behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of mentally disordered clients/patients; current first-aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Management of Assaultive Behavior techniques; and hospital procedures.

### **ABILITY TO:**

Supervise the work and development of a group of nursing staff; effectively contribute to the Department's EEO objectives; learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with mentally disordered clients/patients; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational and educational therapy programs for clients/patients; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action.

## **5. REQUIRED COMPETENCIES**

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. This includes familiarity with the Patient Safety Plan.

**CPR**

Maintains current certification.

**AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

X Young Adult (17-29) X Early Adult (30-50) X Late Adult (51-79) ☐ Geriatric (80+)

**MANAGEMENT OF ASSAULTIVE BEHAVIOR**

Applies and demonstrates knowledge of correct methods in the Therapeutic Strategies and Interventions (TSI)

**RESTRAINT/SECLUSION**

**Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.**

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

**SITE SPECIFIC COMPETENCIES**

Demonstrates knowledge and assures treatment is provided by LOC staff for adult forensic patients to improve mental health and to reduce the risk of re-offense.

Demonstrates knowledge and applies treatment for patients requiring independent functioning and behavioral self-regulation.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Computer skills

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.

**7. TRAINING** - Training Category = Type 1 PT

The employee is required to keep current with the completion of all required training.

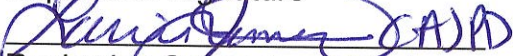
**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Employee Signature




Supervisor Signature



Reviewing Supervisor Signature

Print Name

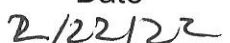


Print Name



Print Name

Date



Date



Date